

6 FAH-5 H-200 ICASS GOVERNANCE

6 FAH-5 H-210 BASIC ICASS DOCUMENTS

(CT:ICASS-39; 09-17-2013)
(Office of Origin: CGFS/ICASS)

6 FAH-5 H-211 REIMBURSABLE AGREEMENTS

(CT:ICASS-39; 09-17-2013)
(Applies to participating ICASS agencies)

- a. The International Cooperative Administrative Support Services (ICASS) system is the mechanism agencies have chosen to manage and pay for shared administrative services at U.S. embassies and consulates abroad. The State Department's Basic Authorities Act, in 22 U.S.C .2695, authorizes the Secretary of State and other agencies to enter into agreements with other Federal agencies for the purposes of consolidating shared administrative services.
- b. The Office of Management and Budget has authorized the Department of State to use its Working Capital Fund authorities as outlined in 22 U.S.C. 2684 to manage the operation of its ICASS resources.
- c. A Memorandum of Understanding (MOU) is signed annually by each customer agency at post and the service provider(s). The MOU template is found in 6 FAH-5 Exhibit H-211, ICASS Memorandum of Understanding.
- d. Agencies are invoiced at the headquarters level several times a year (see 6 FAH-5 H-211.5).

6 FAH-5 H-211.1 What Is Included in the Post Memorandum of Understanding (MOU)?

(CT:ICASS-39; 09-17-2013)
(Applies to participating ICASS agencies)

The Memorandum of Understanding (MOU) establishes the terms and conditions of the agreement between service provider(s) and each of the customer agencies. It includes:

- (1) The MOU agreement itself containing a reference/link to a list of all

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services offered at post and their respective service standards and performance measures. The information maintained on the reference/link is not signed by the customer agency, but it documents all services that are available and the terms and conditions under which they are offered (see 6 FAH-5 Exhibit H-211, Memorandum of Understanding);

- (2) A list of services (cost centers) subscribed to by an agency and the level of subscription (see 6 FAH-5 Exhibit H-211.1(1), Sample Subscription of Services (Standard), and 6 FAH-5 Exhibit H-211.1(2), Sample Subscription of Services (Lite); and
- (3) A report showing agency workload counts and modifications (see 6 FAH-5 Exhibit H-211.1(3), Sample Workload Count Report, approved and signed by July 1 of each year.

6 FAH-5 H-211.2 Annual Memorandum of Understanding (MOU)

(CT:ICASS-39; 09-17-2013)

(Applies to participating ICASS agencies)

- a. Each agency should review its Memorandum of Understanding (MOU) as early as possible in the third quarter of each fiscal year and each MOU should be signed by the customer agency and the service provider by July 1. Agencies may, through an addendum to their MOU, subscribe to additional services by mutual agreement with the service provider at any time during the fiscal year.
- b. ICASS services may also be provided to U.S. Government agencies or entities not physically present at a mission abroad as outlined in 6 FAH-5 H-393 when an MOU is signed by the customer agency and service provider. Such entities will be subject to the same policies and regulations as applied to all other ICASS customer agencies.
- c. ICASS services may be provided to U.S. Government agencies or entities not under COM authority as outlined in 6 FAH-5 H-394 when an MOU is signed by the customer agency and the service provider, with the understanding that such entities will be subject to the same policies and regulations as applied to all other ICASS customer agencies.

6 FAH-5 H-211.3 Who Prepares the Memorandum of Understanding (MOU)?

(CT:ICASS-39; 09-17-2013)

(Applies to participating ICASS agencies)

The Memorandum of Understanding (MOU) is prepared by the service provider in consultation with each customer agency to include the services to which the

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agency subscribes, including workload counts and appropriate modification levels if any.

6 FAH-5 H-211.4 Who Signs the Memorandum of Understanding (MOU)?

(CT:ICASS-39; 09-17-2013)

(Applies to participating ICASS agencies)

- a. The Memorandum of Understanding (MOU) should be signed annually by an authorized representative of each service provider and each customer agency at post. This constitutes agreement to **all** elements in the MOU; however, an agency signature does not constitute approval of the budget.
- b. Agencies arriving after the performance period has begun should sign the MOU with the service provider(s) upon arrival at post. Reference 6 FAH-5 H-390 Supplemental ICASS Funding (partial-year invoice).
- c. Official travelers on temporary duty (TDY) to post who require services, but do not have a permanent presence at post, may sign an MOU with the service provider to receive services. Reference 6 FAH-5 H-360 - Official Visits and Temporary Duty (TDY).

6 FAH-5 H-211.5 ICASS Invoice at the Headquarters Level

(CT:ICASS-39; 09-17-2013)

(Applies to participating ICASS agencies)

- a. The information herein outlines Department of State procedures for invoicing customer agencies (see 6 FAH-5 Exhibit H-211.5, Form DS-1605, Reimbursement Agreement (For Services Rendered or Joint Activities Funded by U.S. Department of State Appropriations) [With Supporting Documentation]). Each year the ICASS service center (ISC) sends a minimum of three invoices to customer agencies at the headquarters level (for more detailed information, refer to 6 FAH-5 H-400, Bill Payments).
- b. **Recapitalization invoice:** In order to maintain adequate funding of the service provider's working capital fund, the customer agency acknowledges and accepts that it will be billed at the headquarters level at a rate that is normally equal to 70 percent of its prior year ICASS invoice early in the first quarter of the fiscal year. In the case of a continuing resolution, this recapitalization invoice will be calculated using an appropriate pro rata formula.
- c. **Initial invoice:** The ISC will provide an initial informational invoice to the customer agency based on the workload counts contained in the customer agency's signed MOU from post plus additional Washington-level costs related to various Department of State-managed programs; reference 6 FAH-5 H-435

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ICASS Billing. The ISC will calculate each agency's share of these established Washington-level costs. The ISC will add these costs to each agency's aggregated worldwide post invoices to create a consolidated agency invoice. The ISC will provide this consolidated informational initial invoice to each headquarters agency to facilitate the obligation of funds. Reference 6 FAH-5 Exhibit H-211.5, Form DS-1605, Reimbursement Agreement (For Services Rendered or Joint Activities Funded by the U.S. Department of State Appropriations) [With Supporting Documentation].

- d. **Final invoice:** The third and final invoice will be provided to agency headquarters in June of the fiscal year. This final invoice, less the amount paid in the recapitalization invoice(s), will be the total amount due for the fiscal year.
- e. **TDY invoices (if applicable):** TDY invoices received from posts throughout the year are totaled and invoiced to the appropriate agencies in September.
- f. **Partial-year invoices (PYI) (if applicable):** Partial-year invoices received from post are totaled and invoiced to the appropriate agencies in September.
- g. Alternate service provider agencies will establish their own similar process and timelines.

6 FAH-5 H-212 THROUGH H-219 UNASSIGNED

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6 FAH-5 Exhibit H-211
ICASS Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING COVER SHEET

U.S. EMBASSY XXXXXXXXXX

**ICASS MEMORANDUM OF UNDERSTANDING
FOR FY_____**

(OCTOBER 1, 2____ - SEPTEMBER 30, 2____)

(CT:ICASS-39; 09-17-2013)

(Applies to participating ICASS agencies)

Date: _____

Customer Agency: _____

ICASS Agency Code: _____

Attached to this cover page is the ICASS MOU for your signature. This agreement includes an ICASS report detailing your agency's May 1, 2____ workload counts and any approved cost center modifications.

By signing this MOU you are agreeing to the accuracy of your agency's ICASS subscription of service, modifications and/or workload counts which will be the basis for the calculation of your agency's post ICASS invoice in FY____.

Upon receipt of this agreement and workload count report, you have 30 calendar days from the above date to review your agency's workload counts and discuss and resolve any workload count and/or modification questions with the service provider. You signify agreement with your workload counts by signing and returning this agreement to the service provider.

If you do not agree with these workload counts or modifications and you are unable to resolve the issue with the service provider, you must file a formal dispute. Please contact the financial management office or refer to 6 FAH-5 H-462.1 for more details on the dispute process.

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MEMORANDUM OF UNDERSTANDING (MOU)

Between Service Provider: _____ Agency provider and post name _____

and Customer: _____ ICASS Agency Code/Agency Name _____

for: FY _____ (October 1, _____ - September 30, _____)

I. Purpose

- a. This Memorandum of Understanding (MOU) establishes the terms and conditions of the agreement between the Management Section of ____ agency provider name at post name____, hereinafter identified as the Service Provider, and ____ customer agency name____, hereinafter identified as Customer Agency, for the provision of administrative support services in accordance with the established uniform service standards (see para. III.a) and any additional standards governing post-specific services.
- b. This MOU also outlines the responsibilities of the Washington, DC ICASS Service Center for the invoicing of services and of the Customer Agency for the prompt payment of services received at the post level.
- c. Nothing in this agreement shall be construed to supersede existing law or regulation.
- d. The primary reference document for all ICASS policy and procedures is the Department of State Foreign Affairs Handbook, 6 FAH-5, and further supported by the applicable provisions of the Department of State Foreign Affairs Manual.

II. Authority and Reference

- a. 22 U.S.C. 2695 authorizes the Secretary of State and the heads of other agencies (subject to the approval of the Director of the Office of Management and Budget), to enter into agreements which provide for the consolidation of administrative services for the benefit of all agencies concerned. These agreements shall provide for reimbursement or advances of funds from the agency receiving the service to the agency performing the service.
- b. 6 FAH-5: The ICASS Handbook outlines the policies and procedures governing the implementation of ICASS.

III. Scope

- a. ICASS services shall be provided to the Customer Agency in accordance with the provisions set forth in this MOU, including the subscription of services agreement and workload count report. A description of the available services and related uniform service standards are available at: [**The post must provide a link here to the services and USS on post or central website**].
- b. These provisions apply to U.S. Government agencies or entities not under COM authority that request ICASS services, with the requirement that such entities

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agree to abide by the same policies and regulations as applied to all other ICASS customer agencies (see 6 FAH-5 H-394).

- c. This MOU shall be the basis for all funding commitments and transactions incidental to the services provided by the Service Provider to the Customer Agency.

IV. Billing and Payment

- a. Each year the Washington, DC ICASS Service Center (ISC) will send, on behalf of the Service Provider, a minimum of three invoices to the customer agency's headquarters. The invoices will include costs for all locations overseas at which the Customer agency is a party to an MOU for ICASS services.
 - 1. Recapitalization Invoice: In order to maintain adequate funding for the Service Provider, the Customer Agency acknowledges and accepts that it will be billed at the headquarters level at a rate normally equal to 70 percent of its prior year ICASS invoice early in the first quarter of the fiscal year. In the case of a continuing resolution, this recapitalization invoice will be calculated using an appropriate pro rata formula.
 - 2. Initial Invoice: By the end of the first quarter of the fiscal year, Customer Agencies at post will receive an initial (informational) invoice based on the workload counts contained in the Customer Agency's signed MOU. In the second quarter of the fiscal year, the ISC will provide a consolidated initial informational invoice to the Headquarters Customer Agency that aggregates all post invoices where it has a presence plus additional Washington level costs related to various Department of State- managed programs (see 6 FAH-5 H-435 ICASS Billing). The ISC calculates the Customer agency's share of these established Washington level costs. The ISC will provide this consolidated informational initial invoice to each headquarters agency to facilitate the obligation of funds.
 - 3. Final Invoice: The third and final invoice will be provided to the Customer agency's headquarters in June of each year. This final invoice, less the amount paid in the recapitalization invoice(s), will be the total amount due for the fiscal year, payable within 90 days after receipt.
 - 4. TDY Invoice (if applicable): TDY invoices received from posts throughout the year are totaled and invoiced to the headquarters customer agency in September.
 - 5. Partial Year Invoice (PYI) (if applicable): Partial Year Invoices received from post are totaled and invoiced to the appropriate headquarters customer agencies in September.
- b. ICASS costs are billed centrally, whether an agency has a presence at one post or many posts (See 6 FAH-5 H-211.5). Some ICASS services in support of post operations are managed centrally (e.g., Central Medical Office costs, Grants for Overseas Schools, etc.) and the costs for these services do not appear on post level invoices. However, subscription to ICASS services at the post level may

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result in access to or consumption of these centrally-managed services.

Agencies will receive the charges for centrally-managed services on their Washington level invoice. Signing the post level MOU commits the agency to pay for all services delivered, both at post and centrally.

- c. The Customer Agency agrees that funds will be made available to carry out the Service Provider's responsibilities, based on the initial informational invoice and updated by the final invoice.
- d. The Customer Agency accepts that the final invoice may either increase or decrease from the initial invoice, depending on ICASS program requirements, post conditions or other factors. The Service Provider will keep the Customer Agency informed of all potential changes.

V. Termination or Changes

This agreement may be terminated or changed, in whole or in part, as follows:

- 1. The Service Provider agrees to give Customer Agencies one year advance notice in writing of intent to terminate or reduce the level of any service, coinciding with the beginning of a fiscal year. The Service Provider will assist the ICASS Council in the orderly transition to a new service provider and/or the reassessment and realignment of resources, as needed.
- 2. The Customer Agency agrees to provide six months advance notice in writing to the Service Provider of its intent to withdraw from any service subscribed to under this MOU. Such notice must be received by April 1 for withdrawals to be effective at the start of the upcoming fiscal year, or by October 1 for withdrawals to be effective as of April 1 of the same fiscal year.
- 3. Subsequent changes to the MOU, including the subscription of services as agreed to by both parties, will be documented, signed by both parties and attached to this MOU as a permanent addendum.

VI. Roles and Responsibilities

- a. The Service Provider and the Customer Agency pledge to maintain the effective operation of the ICASS platform, providing appropriate leadership and oversight of the program.
- b. The Service Provider agrees to provide the Customer agency with the same quality of services provided to all subscribing agencies, using established procedures set forth in 6 FAH-5.
- c. Both parties agree to participate in and support the established ICASS governance structure and fulfill their respective duties as outlined in the ICASS Handbook (6 FAH-5 H-020, 6 FAH-5 H-030, and 6 FAH-5 H-222).
- d. The Service provider agrees to maintain sufficient staffing and logistical resources to provide customer agencies with the specified services.

VII. Effective Date and Signatures

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- a. The signature of the Customer Agency on this MOU denotes acceptance of the terms and conditions of the MOU with the Service Provider.
- b. The signature of the Customer Agency on this MOU denotes acceptance of the attached subscription of services, modifications and/or workload counts shown which will form the basis of the Customer agency's final invoice for the upcoming fiscal year.
- c. The MOU is reviewed and signed annually and is effective upon the date of signing by both parties and shall remain in effect for the fiscal year noted, subject to the availability of services and funds, or until the termination of the agreement.

Service Provider (signature) _____ Date: _____
(typed name) _____

Customer Agency (signature) _____ Date: _____
(typed name) _____

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6 FAH-5 Exhibit H-211.1(1) Sample Subscription of Services (Standard)

(CT:ICASS-39; 09-17-2013)
(Applies to participating ICASS agencies)

US EMBASSY - INPUT NAME HERE						
ICASS Subscription of Services (Standard): FY 20XX						
ICASS Agency Code/Name:						
Signature/Name of Agency Approving Officer:						
Date Signed:						

			This Year		Next Year	
Mandatory Cost Centers	What is Counted	Mod?	Y/N	*Mod. Level	Y/N	*Mod. Level
6150 - Basic Package Services	Capitation	Yes				
6443 - Community Liaison Office	Capitation	Yes				
5624 - Health Services	Capitation	Yes				
5880 - Security Services	Capitation	Yes				
General Services						
6132 - Vehicle Maintenance Services	No. Vehicles	No				
6133 - Administrative Supply Services	Value Issued	No				
6134 - Procurement Services	No. Procurements	No				
6135 - Reproduction Services	No. Copies	No				

This is a SAMPLE Subscription of Services Agreement for Standard posts that use this step in the MOU process. Post should complete the "This Year" columns indicating which services each agency subscribed to and the modification level granted. The customer agency would then complete the "Next Year" columns to indicate the services to which they plan to subscribe and the modification level. A copy of the form is available on the ICASS website.

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6 FAH-5 Exhibit H-211.1(2) Sample Subscription of Services (Lite)

(CT:ICASS-39; 09-17-2013)
(Applies to participating ICASS agencies)

US EMBASSY - INPUT NAME HERE						
ICASS Subscription of Services (Lite): FY 20XX						
ICASS Agency Code/Name:						
Signature/Name of Agency Approving Officer:						
Date Signed:						

			This Year		Next Year	
Mandatory Cost Centers	What is Counted	Mod?	Y/N	*Mod. Level	Y/N	*Mod. Level
6150 - Basic Package Services	Capitation	Yes				
6443 - Community Liaison Office	Capitation	Yes				
5624 - Health Services	Capitation	Yes				
5880 - Security Services	Capitation	Yes				
General Services						
6144 - HH Furn, Furnishings & Appl Pools	No. Res. Units	Yes				
6145 - General Services	Capitation USDH	Yes				
	Capitation LE X .2	Yes				
Information Management Services						
5458 - Information Management Tech Support	Devices/Log-on IDs	No				
6196 - Information Management Service	Capitation	Yes				

This is a SAMPLE Subscription of Services Agreement for Lite posts that use this step in the MOU process. Post should complete the "This Year" columns indicating which services each agency subscribed to and the modification level granted. The customer agency would then complete the "Next Year" columns to indicate the services to which they plan to subscribe and the modification level. A copy of the form is available on the ICASS website.

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6 FAH-5 Exhibit H-211.1(3) Sample Workload Count Report

(CT:ICASS-39; 09-17-2013)
(Applies to participating ICASS agencies)

Workload Summary (Initial Budget)				
Post Name: [REDACTED]				
Plan Name: [REDACTED] FY3 INITIAL (2013)				
Fiscal Year: Initial 2013				
Agency	Factor Group	Modification	Workload	Modified Workload
Location Embassy				
Cost Centers				
6150-0000 Basic Package Services				
1901.0 STATE - ICASS	USDH	1.0	7.0	7.0
Total:			7.0	7.0
5458-0000 Information Management Technical Support				
1901.0 STATE - ICASS	Devices	1.0	287.0	287.0
1901.0 STATE - ICASS	User Accounts (x 1)	1.0	240.0	240.0
Total:			527.0	527.0
5624-0000 Health Services				
1901.0 STATE - ICASS	USDH	1.0	7.0	7.0
1901.0 STATE - ICASS	Family	1.0	17.0	17.0
Total:			24.0	24.0
5823-0000 Mobile Patrol Local Guard Program Services				
1901.0 STATE - ICASS		1.0	7.0	7.0
Total:			7.0	7.0
5826-0000 Non-Residential Local Guard Program Services				
1901.0 STATE - ICASS		1.0	4,243.5	4,243.5
Total:			4,243.5	4,243.5
5850-0000 Security Services				

This report is to be used for recording/signing annual workload counts. This report, when agreed to and signed off on by customer agencies by July 1 each year, becomes an addendum to the signed MOU. These workload counts may be changed in accordance with 6 FAH-5 H-333.3 Changing Workload Counts.

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6 FAH-5 Exhibit H-211.5
Form DS-1605, Reimbursement Agreement
(For Services Rendered or Joint Activities Funded
by U.S. Department of State Appropriations)
[With Supporting Documentation]

(CT:ICASS-39; 09-17-2013)

(Applies to participating ICASS agencies)

FY20XX ICASS Invoice for U.S. Department of State International Cooperative Administrative Support Services (ICASS) provided under Department of State Basic Legislative Authorities, 22 USC 2695 and 22 USC 2684. Provision of these services is not subject to interagency acquisition regulations per Federal Acquisition Regulation (FAR) Subpart 17.500 paragraph (c)(1).

The ICASS reports accompanying this agreement identify the location(s) of service delivery and document the specific service(s) provided to the customer agency identified above.

PERIOD OF PERFORMANCE: October 1, 20XX – September 30, 20XX.

REFERENCE: [prior ICASS invoices, XX/XX/20XX]

MAILING PROCEDURES: Enter all Customer Data Element information requested on the 2nd page of the DS-1605 form, scan the signed copy, and email to [mailbox name]. If you are paying using a MIPR or MORD, please scan and attach a copy of that document to your email as well.

This invoice must be paid within 30 days of the agreement date shown above. Department of Treasury Business Rules for Intragovernmental Transactions (Bulletin No. 2007-03 dated October 31, 2007) requires that the information requested on the second page of the Form DS-1605 be fully and correctly completed. Any omission or incomplete reference will necessitate a return of this form to the authorizing individual. This action could delay or jeopardize contracted services, particularly under the ICASS program.

Collection will be made through the Treasury Department's Intra-governmental Payment and Collection (IPAC) system. The Department of State will initiate collection. Agencies that do not participate in the IPAC Program should contact Bob McFadden (202-261-8663; mcfaddenra@state.gov) at the ICASS Service Center (ISC) for payment instructions.

Individuals authorizing payment are required to provide their disbursing offices with a copy of this form and all supporting documentation to facilitate the IPAC

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review process, and to decrease the likelihood of charge-backs and delays in service.

Trading partners shall not charge back or reject transactions that comply with the Department of Treasury intragovernmental business rules. Disputable transactions are addressed in the new business rules under Attachment 1 - Section VII.

Questions regarding the collection process may be directed to GFSCARChief@state.gov (1-.800-521-2116) of the Global Financial Services, Accounts Receivable Branch, Bureau of the Comptroller and Global Financial Services (CGFS). Questions regarding this billing may be directed to Bob McFadden at the ISC.

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** PLEASE PRINT **		DEPARTMENT OF STATE	DoS Agreement #	0300.00131
		Reimbursement Agreement	Agreement Date	12/6/2012
		(DS Form 1605)	Authorization Amount	\$631,444
Data Element (characters available)	Customer	Dept of State		
Interagency Agreement Number (contract number) (17)				
Purchase Order Number (for DoD:MIPR Number) (22)				
Obligation Number (17)				
Acct. Classification Ref. Number (ACRN) (fund cite) (16)				
Treasury Account Symbol (TAS) appr or fund symbol (27)		X4519.1		
Business Event Type Code (BETC) (4)		COLL		
Standard General Ledger (SGL) (4)	Not applicable at this time	1010		
Receiver Department Code (2)		19		
Agency Locator Code (ALC) (For DoD:DSSN) (8)		19000001		
ALC/DSSN Contact Name (60)				
ALC/DSSN Contact Commercial Telephone Number (17)				
ALC/DSSN Contact E-mail Address				
ALC/DSSN Contact Fax Number				
Disbursing Office Address (for DoD:DFAS)				
DUNS Number (9)		128336497		
Pay Flag (P = Partial; F = Final) (1)				
Program Activity Code (3)		561		
Agency Special Requirements				
FSN/AAA/ADSN – Fiscal Station Number (DoD only) (8)				
DODAAC – Activity Address Code (DoD only) (6)				
Customer Agency Acceptance:				
Signature of Approving Officer	(signature)			
Printed Name of Approving Officer				
Commercial Telephone Number / Fax Number				
E-mail Address				
Date				
Approved for the Department of State Patricia A. Garate ICASS Service Center				

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The Invoice By Agency World report rolls up the post invoice totals worldwide for all cost centers. Attached are samples from both Standard and Lite posts.

ICASS Global Database Report #20

Invoice By Agency World Fiscal Year Final 2012

Report Printed: 19-Feb-2013

Cost Centers	Post Funds				Washington-Based Funds				Grand Totals
	Leases/LQA Expenses	Local Guard Costs	Other Post Operating Costs	PostTotals	American Salary / Benefit Costs	Post Assignment Travel	Central & Regional Bureau Costs	Wash-Based Totals	
Cost Centers									
Basic Package Services	\$110,400	\$0	\$1,031,954	\$1,142,354	\$517,498	\$59,838	\$0	\$577,336	\$1,719,689
Information Management Technical Support	\$60,683	\$0	\$984,999	\$1,045,682	\$254,295	\$30,280	\$5,683	\$290,257	\$1,335,939
Health Services	\$182,733	\$0	\$1,553,089	\$1,735,822	\$988,892	\$105,564	\$0	\$1,094,456	\$2,830,278
Non-Residential Local Guard Program Services	\$0	\$2,433,168	\$0	\$2,433,168	\$0	\$0	\$0	\$0	\$2,433,168
Security Services	\$0	\$0	\$370,668	\$370,668	\$0	\$0	\$2,284	\$2,284	\$372,951
HH Furniture, Furnishings and Appliance Pools	\$99,856	\$0	\$1,502,264	\$1,602,119	\$71,675	\$8,801	\$4,331	\$84,807	\$1,686,927
Community Liaison Office Services	\$14,330	\$0	\$508,479	\$522,809	\$70,646	\$7,929	\$0	\$78,575	\$601,384
Miscellaneous Expenses	\$36,050	\$601	\$958,703	\$995,354	\$0	\$0	\$0	\$0	\$995,354
General Services									
Vehicle Maintenance	\$7,607	\$0	\$225,313	\$232,919	\$26,542	\$3,259	\$5,116	\$34,917	\$267,837
Administrative Supply	\$8,267	\$0	\$214,461	\$222,728	\$18,184	\$2,221	\$164	\$20,570	\$243,297
Procurement Services	\$27,332	\$0	\$486,369	\$513,701	\$115,264	\$14,054	\$2,355	\$131,673	\$645,374
Reproduction Services	\$229	\$0	\$30,192	\$30,421	\$1,225	\$140	\$0	\$1,365	\$31,786
Shipment and Customs	\$26,277	\$0	\$535,691	\$561,968	\$124,005	\$15,092	\$0	\$139,096	\$701,064
Motor Pool Services	\$3,558	\$0	\$216,180	\$219,738	\$15,036	\$1,849	\$0	\$16,884	\$236,623
Non-Expendable Property Management	\$63,808	\$0	\$800,688	\$864,497	\$87,049	\$10,800	\$12,014	\$109,864	\$974,360
Leasing Services	\$50,647	\$0	\$557,370	\$608,017	\$234,394	\$28,329	\$0	\$262,722	\$870,739
Travel Services	\$30,084	\$0	\$511,019	\$541,104	\$124,055	\$15,658	\$0	\$139,713	\$680,816
Information Mgmt.									
Pouching Services	\$4,039	\$0	\$312,953	\$316,992	\$20,558	\$2,246	\$407	\$23,211	\$340,203
Mail and Messenger Services	\$10,061	\$0	\$652,770	\$662,831	\$27,353	\$3,005	\$2,470	\$32,828	\$695,659
Reception, Switchboard, and Telephone Service...	\$6,188	\$0	\$543,274	\$549,462	\$18,860	\$2,072	\$5,178	\$26,111	\$575,573
Financial Mgmt. Services									
Budgeting and Financial Plans	\$11,494	\$0	\$162,538	\$174,032	\$51,518	\$5,495	\$0	\$57,014	\$231,046
Accounts and Records	\$26,983	\$0	\$583,127	\$610,110	\$116,998	\$12,640	\$0	\$129,639	\$739,749
Payrolling	\$1,855	\$0	\$31,409	\$33,264	\$8,677	\$983	\$933	\$10,592	\$43,856
Vouchering	\$29,159	\$0	\$855,471	\$884,631	\$134,298	\$14,904	\$0	\$149,203	\$1,043,834

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ICASS Global Database Report #20

Invoice By Agency World Fiscal Year Final 2012

Report Printed: 19-Feb-2013

Cost Centers	Post Funds				Washington-Based Funds				Grand Totals
	Leases/LQA Expenses	Local Guard Costs	Other Post Operating Costs	PostTotals	American Salary / Benefit Costs	Post Assignment Travel	Central & Regional Bureau Costs	Wash-Based Totals	
Cost Centers									
Basic Package Services	\$55,162	\$0	\$473,932	\$529,095	\$311,820	\$35,649	\$15,334	\$362,803	\$891,818
Information Management Technical Support	\$20,466	\$0	\$496,923	\$517,388	\$114,968	\$14,102	\$332,688	\$461,759	\$979,147
Health Services	\$98,525	\$0	\$969,632	\$1,068,157	\$607,914	\$67,390	\$86,873	\$762,177	\$1,820,334
Non-Residential Local Guard Program Services	\$0	\$2,360,716	\$13	\$2,360,729	\$0	\$0	\$0	\$0	\$2,360,729
Security Services	\$0	\$0	\$151,975	\$151,975	\$0	\$0	\$0	\$0	\$151,975
HH Furniture, Furnishings and Appliance Pools	\$26,172	\$0	\$539,126	\$565,297	\$44,936	\$5,585	\$0	\$50,521	\$615,818
Community Liaison Office Services	\$12,214	\$0	\$414,677	\$426,891	\$68,310	\$7,346	\$0	\$75,656	\$502,547
Miscellaneous Expenses	\$382	\$0	\$701,042	\$701,424	\$0	\$0	\$0	\$0	\$701,424
General Services	\$102,960	\$0	\$3,515,027	\$3,617,987	\$429,971	\$52,792	\$1,008,826	\$1,491,588	\$5,109,575
Information Management Services	\$27,280	\$0	\$1,148,230	\$1,175,510	\$150,245	\$18,108	\$0	\$168,353	\$1,343,863
Financial Management Services	\$58,559	\$0	\$956,283	\$1,014,842	\$303,107	\$33,653	\$1,240	\$337,999	\$1,352,841
Human Resources Services	\$8,229	\$0	\$132,599	\$140,829	\$44,340	\$5,238	\$1,518	\$51,097	\$191,925
BOE Expenses									
GOLTL Residential Bldg Ops	\$6,023	\$0	\$467,962	\$473,986	\$26,391	\$3,123	\$86,512	\$116,025	\$590,011
GOLTL Non Residential Bldg Ops	\$25,209	\$0	\$1,899,085	\$1,924,294	\$35,243	\$4,180	\$164,257	\$203,680	\$2,127,974
STL Residential Bldg Operations	\$104,205	\$0	\$2,057,797	\$2,162,002	\$153,213	\$18,471	\$11,136	\$182,820	\$2,344,822
STL Non Residential Bldg Operations	\$275,023	\$0	\$131,804	\$406,827	\$5,735	\$679	\$0	\$6,414	\$413,241
ICASS Distribution									
ICASS Redistribution	\$722,596	\$2,505,739	\$6,219,650	\$9,447,984	\$817,473	\$96,859	\$440,165	\$1,354,496	\$10,802,480
Agency Totals:	\$1,533,005	\$4,866,455	\$20,275,757	\$26,675,217	\$3,113,665	\$363,174	\$2,148,549	\$5,625,387	\$32,300,605

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International Cooperative Administrative Support Services Handbook

This Invoice by Agency By Post report shows the total cost of the Charleston Financial Service Center operations worldwide.

ICASS Global Database Report #20

Bureau: OTH Post: FSC CHARLESTON

Invoice By Agency By Post

Fiscal Year Final 2012

Report Printed: 19-Feb-2013

Cost Centers	Post Funds				Washington-Based Funds				Grand Totals
	Leases/LQA Expenses	Local Guard Costs	Other Post Operating Costs	Post Totals	American Salary / Benefit Costs	Post Assignment Travel	Central & Regional Bureau Costs	Wash-Based Totals	
Cost Centers									
Disbursing	\$2,591	\$0	\$276,662	\$279,253	\$139,214	\$2,563	\$0	\$141,776	\$421,029
Cashier Monitoring	\$3,538	\$0	\$219,837	\$223,375	\$77,614	\$2,155	\$0	\$79,769	\$303,144
Accounting	\$6,241	\$0	\$519,817	\$526,059	\$302,031	\$4,117	\$0	\$306,148	\$832,206
FSN Payroll	\$684	\$0	\$66,931	\$67,615	\$35,734	\$723	\$0	\$36,457	\$104,072
Miscellaneous Expenses	\$0	\$0	\$32,544	\$32,544	\$0	\$0	\$0	\$0	\$32,544
Agency Totals:	\$13,055	\$0	\$1,115,790	\$1,128,845	\$554,592	\$9,558	\$0	\$564,150	\$1,692,995

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U.S. Department of State Foreign Affairs Manual Volume 6 Handbook 5

International Cooperative Administrative Support Services Handbook

The Summary Invoice by Agency report shows the breakdown of the customer agency consolidated post invoices by Department of State regional bureau and the HQ-centrally managed costs.

ICASS Global Database Report #26

Printed: 02/19/2013 08:37 AM

Summary Invoice by Agency

Fiscal Year 2012 Final ICASS Invoice Based on FY 2012 Final ICASS Budgets

Agency:

Cost Type	Amount
Post Invoices, Summarized by Region	
BUREAU OF AFRICAN AFFAIRS	\$14,425,826
BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS	\$10,445,506
BUREAU OF EUROPEAN AFFAIRS	\$26,921,453
BUREAU OF NEAR EASTERN AFFAIRS	\$12,744,634
BUREAU OF SOUTH AND CENTRAL ASIAN AFFAIRS	\$3,987,858
BUREAU OF WESTERN HEMISPHERE AFFAIRS	\$8,034,613
ICASS Costs not Included in the Post Invoices	
AMERICAN SALARY COST ADJUSTMENT	\$105,984
APO/FPO SECOND DEST. TRANSP. (SDT) COST - BAGHDAD	\$34,329
APO/FPO SECOND DESTINATION TRANSPORTATION COST	\$448,085
CONTINGENCY FUND REPLENISHMENT- OVERSEAS POSTS	\$179,785
DIPLOMATIC POUCH AND MAIL	\$1,174,198
DPM SALARY COST	\$148,641
FINANCIAL SERVICE CENTERS	\$1,692,995
FOBS	\$744
FSN SEPARATION LIABILITY TRUST FUND	\$266,125
GLOBAL INFORMATION TECHNOLOGY MODERNIZATION PROGRAM	\$617,525
GRANTS FOR OVERSEAS SCHOOLS (OS)	\$926,306
ICASS ANNUAL AUDIT COST	\$3,539
ICASS LOCAL GUARD PROGRAM VEHICLES	\$32,658
ICASS SERVICE CENTER NON-SALARY COST	\$129,664
ICASS SERVICE CENTER SALARY COST	\$75,435
IWG CHAIR CONTRACT	\$5,029
MEDEVAC REDISTRIBUTION	\$43,140
OFFICE OF MEDICAL SERVICES	\$1,216,055
POST ASSIGNMENT TRAVEL COST ADJUSTMENT	-\$2,378
SERVICE PROVIDER REDISTRIBUTED AMOUNT	\$17,501
TEL AVIV REDISTRIBUTION	\$20,620
Total:	\$83,695,867

The ICASS Service Center (ISC) presents this final FY2012 ICASS agency invoice in accordance with Section 23 of the State Department Basic Authorities Act (22 USC 2695 (b)(2)).

This consolidated final invoice represents the following components that have been approved by the ICASS Working Group (IWG) in Washington, D.C.:

- 1) The FY2012 final post invoices approved by your agency representatives at post (see "Post Invoices, Summarized by Region" above); and
- 2) ICASS costs that have been distributed at the State Department headquarters level (see "ICASS Costs not Included in the Post Invoices" above).